

VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 11-04

OPEN TO: All interested candidates
POSITION: CULTURAL AFFAIRS ASSISTANT
(OUTREACH COORDINATOR)
OPENING DATE: July 29, 2011
CLOSING DATE: August 12, 2011
WORK HOURS: Full-time; 40 hours per week
SALARY: **FULL PERFORMANCE LEVEL**
*Ordinarily Resident: Position Grade: LES-08
(LES-08/step1 HRK 216,753 annual gross salary for full time)
*EFM/MOH/NOR: Position Grade: FP-06 to be confirmed by Washington
TRAINEE LEVEL
*Ordinarily Resident: Position Grade: LES-07
(LES-07/step1 HRK 196,424 annual gross salary for full time) *EFM/MOH/NOR: Position Grade: FP-07 to be confirmed by Washington

The U.S. Embassy in Zagreb is seeking an individual for employment in country, for the position of Cultural Affairs Assistant (Outreach Coordinator) in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Maintains an ongoing relationship between the Embassy and USG-funded program alumni by developing program activities to engage them professionally and further the impact of their U.S. experiences after returning to Croatia. Designs and implements the Embassy's electronic presence through planning and development of the official Embassy web page and through use of the various social media that are popular in Croatia. The incumbent will take the lead on thematic programming connected to international security issues. This will include speaker programs and grants related to NATO, the UN, EU and other multilateral political-security institutions. The incumbent will manage and administer our Ben Franklin exchange program and lead English language and education advising programs.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. University degree preferably in the humanities, information sciences, or public relations, is required. Previous participation in an academic, professional, or educational exchange program to the United States is required.
2. 2 or 3 years of experience, preferably in the field of education, public relations, journalism, NGO development, or related field is required.

- Applicant must have prior experience with social media in a professional setting
3. Level IV in English, Level V in Croatian required. Must be able to draft in English with minimal editing.
 4. Must have excellent knowledge of Croatia's media, social, and education institutions, as well as systemic strengths and weaknesses. Must have good knowledge of U.S. society, religion, culture, educational structure, and social/political systems. Must have specific knowledge of Croatia's social media environment, social media platforms, and in-depth knowledge of features and how to use them.
 5. Applicant must have strong organizational ability to vary out details of PA programs, often working on several projects at a time, with overlapping deadlines.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; **or**
2. A combination of both Sections 1-24 of the UAE **and** a listing of the applicant's work experience attached as a separate sheet; **and**
3. A current resume or curriculum vitae.

Candidates who do not submit both Resume and DS-174 form will be considered not qualified.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: August 12, 2011

An Equal Opportunity Employer